

# *The Lenexa Conference Center*

Kansas City's most technologically advanced meeting facility

We are happy that you have chosen The Lenexa Conference Center for your meeting or special engagement. Each event is different and it is our hope that your occasion surpasses all of your expectations. The following guidelines can help your event be successful while preserving the Thompson Barn; it's character, and it's historical integrity.

## DECORATING GUIDELINES

- Decorating time must be included in your rental time. This includes the delivery and set up from services such as catering, disc jockeys, bands, and dance floors.
- Clients may utilize decorations such as balloons and holiday lights, but must attach (tie) them to the stairs and to the columns. Scotch Brand Magic Tape is the only tape allowed in the facility and only on the stairs and columns in the Atrium. Tape is not allowed in any other part of the facility.
- Nails, staples, screws, and cellophane, etc. shall not be used both in the facility/and on the grounds,
- Nothing may be affixed to the Media Wall.
- Confetti, birdseed, silly string, and/or glitter may not be utilized as a decoration or thrown in celebration in the building. Only birdseed may be thrown outside the building. Please do not throw rice.
- Banners may be hung on the steel wall in the atrium by utilizing steel hooks. The Concierge can supply hooks for your event.
- Pictures may be secured to the steel wall in the atrium using magnets provided by the renting party. The Conference center does not provide magnets.
- If you wish to have table linens, napkins, silver ware, or plastic ware, you must bring them. The Conference Center does not provide these items.
- We encourage clients to use centerpieces as decoration in the main hall as decorations are not to be secured or taped to the wall and wood sides of the barn and roof.
- Candles may only be used if the flame is enclosed and the top of the flame does not extend above the candle enclosure. A protective mantle must cover the entire candle including the flame. This includes votives, pillars, tea lights, and tapered candles. For your safety, please no candles in the restrooms.
- Vehicles are not permitted to drive on the patio for any reason.
- The public (including caterers) is asked to load and unload all items through the double doors next to the patio directly in front of the kitchen.

- All signage shall be placed on tripods. The Conference Center has three available for use.
- If electricity is needed as part of the decoration, the rental party must notify the Recreation Division in advance. Please be advised there are only two outlets downstairs in the Atrium and outlets are limited.
- The renting party is responsible for taking down and disposing of any decorations at the conclusion of the event. The City may dispose of anything left in the facility.
- Storage facilities are not available for any rented or private equipment or property.

I, the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by these guidelines. I understand that excessive cleanup may result in additional costs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_